

Chapter: Mental Health	Effective Date: 3/1/15
Title: Psychiatric Evaluations	Page: 1 of 2
ACA: 4-JCF-4D-04	Replaces: HSP.06.04, 7/15/14
Implements: GAP.380.8505	

(a) **Standard.**

- (1) Each youth who is referred or required by policy receives a comprehensive evaluation by a psychiatric provider within 21 calendar days after admission to the Texas Juvenile Justice Department (TJJD).
- (2) Each youth referred for a psychiatric evaluation and/or treatment after the intake process has been completed receives a comprehensive evaluation by a psychiatric provider as soon as clinically indicated, not to exceed 30 calendar days after the referral request date.

(b) **Procedures.**

(1) **Intake Psychiatric Evaluations and Initial Referrals.**

- (A) Pursuant to [GAP.380.8505](#), each youth who is initially admitted to TJJD receives a comprehensive psychiatric evaluation upon admission if the youth is:
 - (i) assigned a minimum length of stay (MLOS)/minimum period of confinement (MPC) of one year or longer;
 - (ii) currently prescribed psychotropic medication; and/or
 - (iii) referred by psychology staff as a result of a face-to-face mental health screening or psychological evaluation.
- (B) Comprehensive psychiatric evaluations are ensured for (1)(A)(i)-(ii) by:
 - (i) an **intake staff member** informing infirmiry staff when a youth has an MLOS/MPC of one year or longer; and/or
 - (ii) an **intake staff member or nursing staff member** determining during intake or during the initial health screening that a youth is currently being prescribed psychotropic medication.
- (C) To initiate a psychiatric referral in (1)(A)(iii):
 - (i) a **psychology staff member** completes and submits the Referral for Psychological/Psychiatric Services form, [CCF-009](#); and
 - (ii) an **infirmiry staff member** scans the CCF-009 into the EMR and schedules an appointment with the psychiatric provider.
- (D) The **psychiatric provider** performs a comprehensive evaluation that includes:
 - (i) review of the mental health screening and the psychological evaluation;
 - (ii) review of the chief complaint/reason for referral;
 - (iii) review of mental health and psychiatric history;
 - (iv) review of medical history;
 - (v) mental status examination, including behavioral observations;
 - (vi) diagnostic impression; and

- (vii) recommended disposition, to include transfer to a specialized unit or appropriate mental health facility when psychiatric needs exceed the treatment capability of the agency.
 - (E) The **psychiatric provider** documents the comprehensive psychiatric evaluation in the Electronic Medical Record (EMR).
- (2) **Re-Referrals for Psychiatric Evaluation or Assessment.**
- (A) For youth who were previously on the psychiatric caseload, a **psychology staff member or TJJD case manager** may re-refer the youth for a psychiatric consultation.
 - (B) To initiate a re-referral for psychiatric evaluation or assessment, a **psychology staff member or TJJD case manager** completes the [CCF-009](#), which includes a description of the problem and/or rationale for the referral and prior interventions implemented.
 - (C) An **infirmiry staff member** scans the CCF-009 into the EMR and schedules an appointment with the psychiatric provider.
- (3) **Psychiatric Evaluation of Youth who are Recommitted or Revoked.**
- (A) The **psychiatric provider** conducts *a comprehensive psychiatric evaluation* within 21 calendar days after a youth's arrival on recommitment or revocation if the youth:
 - (i) has been out of TJJD's physical custody for 90 days or more; and/or
 - (ii) receives a recommitment MLOS/MPC of one year or longer and TJJD has neither conducted nor received a comprehensive psychiatric evaluation for the youth within the past 90 days;
 - (B) An **intake staff member** informs infirmiry staff if the criteria in (3)(A)(i)-(ii) are present to ensure a comprehensive psychiatric evaluation is conducted.
 - (C) The psychiatric provider conducts *a clinically appropriate psychiatric assessment* with 21 days after a youth's arrival on recommitment or revocation if:
 - (i) the youth has received TJJD psychiatric services within the 90 days prior to recommitment or revocation and has not left TJJD's physical custody during that time; and/or
 - (ii) the youth is referred by psychology staff at the time of recommitment or revocation.
 - (D) To initiate a referral in (3)(C), a **psychology staff member**:
 - (i) makes the referral for psychiatric evaluation following a face-to-face mental health screening or psychological evaluation of the youth;
 - (ii) completes and submits the CCF-009; and
 - (iii) an **infirmiry staff member** scans the CCF-009 into the EMR and schedules an appointment with the psychiatric provider.
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